Appendix F

Checklist for STA Applicants

___ 1. Commanding Officer's Endorsement/Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, <u>original</u> signature.)

___ 2. Officer Programs Application. (Complete, legible correct name, rate, SSN, <u>original</u> signature.)

___ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application.)

___ 4. Evaluations. (Copies of last three years observed Evaluation Report & Counseling (NAVPERS 1616/26).)

___ 5. High School Transcript or GED. (Provide copies of all high school transcripts or GED Certificate and partial HS Transcript.)

___ 6. Award Citations. (Attach one copy of each award citation.)

___ 7. Verification of Birth (age). (Attach a copy of your birth certificate or Report of Birth (Form DD 372).) A service record copy of your birth certificate is also acceptable.

___ 8. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form OPNAV 1420/1.)

___ 9. Sailor Marine Ace Registry Transcript (SMART). (Attach one copy of your transcript for service school attended.)

___10. Personal Motivation Statement. (Use form provided in the Officer Programs Application Form OPNAV 1420/1.)

___11. Documentation of the Command Medical Records Review and Interview (included in the Commanding Officer's endorsement).

___12. Time in Service (TIS). Minimum four years active duty as of 30 September (year of application).

___13. Age - Minimum of 22 and not reached 27th birthday by 30 September (year of application).

___14. Testing Scores. Attach a copy of either SAT or ACT scores completed within three years of 1 July (of application year). Applicants may have test scores forwarded directly to NPC (PERS-811) using release Code 2643 for the SAT and 4868 for the ACT.

___15. College Transcript from all colleges or universities attended.

___16. Enlisted Advancement Profile Sheet (E4 only).